

SPECULATIVE INDUSTRIAL BUILDING LOAN PROGRAM



APPLICATION AND GUIDELINES

Missouri Department of Economic Development



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PROJECT SUMMARY

Overview: Promote the development of new speculative industrial buildings by providing low interest deferred loans to non-profit development corporations.

Objective: Stimulate the location of new companies and the creation of new full-time jobs primarily for “low to moderate income” persons (LMI).

Eligible Uses of Funds: The acquisition and rehabilitation of an existing building, the construction of a new building, land acquisition, and supporting on-site infrastructure related to the building. Refinancing, marketing costs, and administration are **not** eligible.

Applicant Requirements: Any city or county government eligible for the Small Cities (Nonentitlement) CDBG Program (Those who **cannot** apply include Columbia, Florissant, Joplin, Independence, Lee’s Summit, Kansas City, Springfield, St. Charles, St. Joseph, St. Louis (city), and St. Louis County). The city or county will apply on behalf of the eligible borrower. An eligible borrower is a non-profit development corporation, such as a local Economic Development Corporation (EDC).

Funding Limits: The maximum loan amount is \$1,000,000. At least one job must be created for every \$25,000 in loan proceeds. At least 51% of the new jobs to be created by a buyer or lessee must be taken by LMI persons.

Loan Requirements: The term of the loan is a maximum of 30 months at 2% interest, with principal and interest deferred to the end of the term. The 30 month term begins upon receipt of the first request (draw) for funds. The loan must be secured by an irrevocable letter of credit from an acceptable financial institution for both the principal and interest. The loan is callable after the first 12 months, and is due upon the sale or lease of the building.

If the project is located in a distressed area, the term of the loan may extend up to a maximum of 5 years, and up to a 75% loan repayment. In this case, the amount of the loan would be limited to a maximum of \$400,000. All other loan requirements remain the same.

Application Criteria: Funding is based on several factors. These include the lack of other available industrial buildings in the area, the level of distress in the area (unemployment, median income, wage rates, etc.), and the marketing ability to successfully sell or lease the building within the term of the loan.

Job Requirements: The borrower must commit that the building will be sold or leased only to a company that will commit to the number of jobs required to leverage the loan and the 51% LMI hiring requirement. Any new jobs may not result from a reduction of business operations at another Missouri facility.

Building Uses: Priority uses are manufacturing, processing, and assembly companies that pay above-average wages. Retail, wholesale, and most service businesses are not a priority.

Temporary Uses: The borrower can lease the building to a *temporary* occupant without initiating the loan payoff. The borrower must track and document the LMI persons for all jobs created by temporary occupant(s). All jobs created by temporary occupant(s) can be aggregated to meet the 51% LMI requirement. However, the jobs created by temporary occupant(s) **cannot** be used toward the \$25,000 per job requirement, **nor** aggregated with the jobs created by a permanent occupant to meet the 51% LMI job requirement.

Timing: The project may not begin, in any aspect, prior to DED's approval of the loan and completion of the environmental review process. An environmental review, which covers the entire project, must be conducted by the applicant, and may begin at any time, including prior to submission of the application.

Authorization: The Housing and Community Development Act of 1974 (Public Law 93-383), as amended.

Additional Information: **Missouri Department of Economic Development**
Incentives Section
301 West High Street, Room 720
PO Box 118
Jefferson City, MO 65102
Phone: (573) 751-0717 FAX: (573) 751-7384

DEFINITIONS

The terms defined in this section are applicable, by any reference, in the CDBG Speculative Industrial Building Loan Program guidelines.

Applicant: A city or county government located in a *non-entitlement* area of Missouri who has submitted an Application for a Loan on behalf of the Borrower.

Application: Information and documents submitted by the Applicant and the Borrower to DED regarding the proposed use of funds from the Loan.

Borrower: The Non-Profit Development Corporation that will construct a speculative industrial building from the proposed use of funds from the Loan.

CDBG: The Community Development Block Grant program, which is the source of funds for the Loan.

Collateral: An irrevocable letter of credit from an approved financial institution, which serves as security for the Loan.

Current Employment: The number of Full-time, Year-Around Employees of the Occupant at the time of purchase or lease of the Project.

DED: The Department of Economic Development, an agency of the State of Missouri.

Distressed Area: An area within the State of Missouri that has an unemployment rate 2% higher than the state average at the time of the application, or an area that has been targeted by DED under the terms of its strategic plan.

Full-time, Year-Around Employees: Employees of the Occupant who are projected to work at least 1,800 hours per year, and have medical insurance benefits. This does not include seasonal, construction, part time, or temporary employees, or persons that work within the Occupant's facility but are not employees of the Occupant.

Full Employment: The actual number of Full-time, Year-Around Employees added to Current Employment due to the Project.

HUD: The Department of Housing and Urban Development, an agency of the United States government.

Loan Agreement: The agreement between the Borrower, Applicant, and DED, which defines the terms and conditions of the Loan.

Loan Documents: The Loan Agreement, Promissory Note, Security Agreement (Collateral), Deed of Trust, and supporting documents.

Low to Moderate Income (LMI) Person: An individual with a current annualized family income below the amount established by HUD for the CDBG program. Contact DED for the current LMI figures by family size.

New Jobs: The number of new, Full-time, Year-Around Employees hired by the Occupant in addition to the Current Employment at the Project location. This number is the net increase over Current Employment at other locations of the Occupant or an affiliate in the State of Missouri.

Occupant: A company who has occupied the Project through sale or lease under the terms of the Loan.

Priority Companies: For-profit manufacturing, processing, and assembly companies, which have demonstrated growth potential, above-average wages, and excellent management. Certain

higher technology service businesses would also qualify if a large percentage of their sales were likely to be derived from outside the state.

Project: The proposed building, and supporting infrastructure, if applicable, as specified in the Application and subsequent information submitted by the Borrower and Applicant to DED. A Project must located within the jurisdiction of the Applicant.

Temporary Occupant: An Occupant that will utilize the Project for a period less than six months.

Unforeseen Economic Events: The Occupant's actual sales volume at this location was significantly less than was originally projected by the Occupant prior to the Commencement of the Project due to factors beyond the Occupant's control.

GENERAL PROVISIONS

Application/Approval Procedure: One original application and one copy must be submitted to the Department of Economic Development, Incentives Section, 301 W. High Street, Room 720, P.O. Box 118, Jefferson City, MO 65102. There is no deadline for submission of an application. Approval of the loan is based on meeting the criteria as stated herein, and the availability of funds.

Eligible Applicants: Cities and counties in CDBG non-entitlement areas of Missouri are the only entities eligible to apply for a loan on behalf of a non-profit development corporation.

CDBG non-entitlement areas include all of the state, except Columbia, Florissant, Joplin, Independence, Lee's Summit, Kansas City, Springfield, St. Charles, St. Joseph, St. Louis City, St. Louis County, and the cities within St. Louis County who participate in the St. Louis County entitlement program, which include the following:

Ballwin, Bella Villa, Bellefontaine Neighbors, Bellerive, Bel-Nor, Bel-Ridge, Berkeley, Beverly Hills, Breckenridge Hills, Brentwood, Bridgeton, Calverton Park, Charlack, Cool Valley, Country Club Hills, Dellwood, Edmundson, Ellisville, Eureka, Fenton, Ferguson, Flordell Hills, Glen Echo Park, Glendale, Greendale, Hanley Hills, Hazelwood, Hillsdale, Jennings, Kinloch, Kirkwood, Mackenzie, Maplewood, Maryland Heights, Moline Acres, Normandy, Northwoods, Norwood Court, Olivette, Overland, Pagedale, Pasadena Hills, Pasadena Park, Pine Lawn, Richmond Heights, Riverview, Rock Hill, St. Ann, St. John, Sycamore Hills, University City, Uplands Park, Valley Park, Velda Village, Velda Village Hills, Vinita Park, Vinita Terrace, Webster Groves, Winchester, and Woodson Terrace.

Participation with Other Public Programs: The Loan program may co-invest in the Project, or future development, with other public programs, such as the Small Business Administration, Missouri Development Finance Board, Rural Development, Economic Development Administration, Missouri First Linked Deposit, CDBG Industrial Infrastructure Grant, industrial revenue bonds, and others, provided that:

- a. The number of New Jobs created compared to the total public funding is reasonable, and
- b. If other CDBG economic development programs are involved in the Project, New Jobs and Private Investment cannot be double-counted.

Loan Administration: In the event the Applicant elects to contract with a firm to perform the administrative requirements of the CDBG program, the Applicant and/or Borrower must pay such fees.

Economic Impact: Section 620.605(2), RSMo, requires DED to consider various economic factors before approving a Project. Section 4 defines such factors as it relates to this program.

Closed Records: Section 620.014, RSMo, provides that records and documents, submitted to DED or other public entity, relating to financial investments in a business, sales projections or other business plan information, which may endanger the competitiveness of a business, may be deemed a *closed record* as such term is defined in section 610.010, RSMo.

Penalties for Non-Compliance: Section 620.017, RSMo, states that DED must require any entity, which receives financial assistance from one of its programs, to use the proceeds solely as required by the program, and any recipient who fails to comply with any requirement shall return any remaining proceeds to DED, and any proceeds expended shall be repaid to DED. The Loan Agreement states that in the event the required New Jobs are not achieved, or that less than 51% of the New Jobs are LMI, DED will require full or pro-rated payment of the loan, plus penalties of 10% annual interest accrued from the date of the Loan Agreement, unless Unforeseen Economic Events have occurred.

Other Loan Programs: Other loan programs available to assist in the completion of a business project include: SBA 7a loan guarantee, SBA 504 loan, Rural Missouri Inc. Intermediary Loan, RD loan guarantee, EDA revolving loan (through various regional planning commissions), tax-exempt industrial revenue bonds, SBA low-doc guaranteed loan, SBA seasonal line of credit, Capital Tax Credit (DED), Development Tax Credit (DED), Tax Increment Financing, EIARA Market Development Program (for recycling projects), MO First Linked Deposit, and SBA Micro-Loan. For further information regarding these programs, contact DED Incentives Section at (573) 751-0717.

LOAN CONDITIONS

Term, Rate, and Payments: The loan cannot exceed 30 months from the day of the first draw of loan proceeds. The interest rate is 2% APR, and payments are deferred on principal and interest until the end of the term.

Collateral: An irrevocable letter of credit from an acceptable financial institution. The letter of credit must be issued for both principal and interest, and expire no earlier than 30 days from the maturity of the loan.

Use of Loan Proceeds: Loan proceeds may be used only for expenses related to the Project. State and Federal wage rates are required for the employees of the contractors working on the Project. Ineligible uses of loan proceeds include, but are not limited to, refinancing of existing

debt, political or religious activities, marketing costs, administration, or lobbying any governmental entity.

Approval: The decision to provide the Loan will be based on the:

- a. Availability of other industrial buildings in the area.
- b. Level of distress of the area (unemployment, median income, wage rates, etc).
- c. Potential to successfully sell or lease the building within the term of the loan.
- d. Whether the loan will be a material inducement to cause the project to occur.

Denial Factors: A Loan will likely not be approved for any Project if the Non-Profit Development Corporation:

- a. Has a poor credit history, or has filed for bankruptcy.
- b. Is presently under investigation for possible criminal actions.
- c. Has overdue state, local or federal taxes.
- d. Did not fulfill obligations on a prior DED or other state program.
- e. Is not properly established to enact such activity under its charter.
- f. Has pending or threatened liens, judgements, or material litigation which is likely to affect the viability of the Borrower.
- g. The Project did not meet one of the eligibility criteria of the program.

Restrictions: The restrictions within the Loan Agreement may include, but are not limited to, the following conditions:

- a. In the event the building is sold or leased (more than a 6 month period) prior to the end of the term, the loan must be immediately paid, and
- b. The building must be sold to a Priority Company which must have at least 51% of New Jobs held by low to moderate income persons, and at least one New Job must be created for every \$25,000 in Loan proceeds.

Reporting Requirements: The Occupant that purchases the building (or leases it) must have each person applying for employment, after the date the loan is approved, complete a Employment Status Statement. Once Full Employment is achieved (or 2 years, whichever is first), the Occupant must tabulate all the persons currently employed to comply with the 51% LMI requirement. Also, the Occupant shall tabulate the forms for all job applicants.

Liability for Default: The Applicant will not be held responsible for any losses on the Loan due to a default by a Borrower, unless the Applicant (or any agent employed by the Applicant for the purpose of obtaining the Loan) intentionally omitted or provided false or misleading information regarding the viability of the Borrower.

NEW JOB REQUIREMENTS

Requirement: The Borrower must commit that the building will be sold or leased only to a company that will create at least one New Job for every \$25,000 provided in the Loan. Such New Jobs may not result from a reduction of business operations at another Missouri facility.

51% LMI of New Jobs: The Borrower must commit that the building will be sold or leased only to a company that will commit to at least 51% of the New Jobs created by the company will be taken by persons qualifying as low to moderate income (LMI), as documented by an Employment Status Statement.

LMI Definition: A person whose total current annualized family income is less than the prescribed income limits based on family size and county of residence is considered low to moderate income (LMI). A *family* is defined as persons related by birth, marriage, or adoption. *Annual Income* is the total amount of income of the immediate family from all sources based on current income. The wages a new employee will receive by the Occupant is not relevant in the determination of LMI.

Employee Survey: An Employment Status Statement is to be used to determine LMI status. The Occupant must survey each person hired. In addition, the Occupant is required to provide the ethnicity characteristics of all job applicants. The Occupant may utilize the Employment Status Statement as a method of collecting this data. The employee must sign the surveys, and the employee must be willing to verify his/her family income upon request of DED, HUD, or the Applicant. The survey is voluntary and confidential; however, all surveys not completed will be assumed to be from non-LMI persons. The Occupant is responsible to administer the surveys and provide the completed surveys to the Borrower, Applicant and DED upon Full Employment, or 2 years from purchase or lease of the Project, whichever is first.

County LMI Limits: The LMI limits vary by size of family and county of the Project. The income refers to the person's **current** total family income. Contact DED for the current income limits. The rate of pay for someone to be hired by the Occupant should not be considered.

CONFLICT OF INTEREST POLICY

Persons Covered: The conflict of interest provisions of this policy shall apply to any person who is an employee, elected or appointed official, agent, consultant, or officer of the Applicant, or any immediate family member or business partner of the above, or of any designated public agencies, or subrecipients which are receiving funds from the Loan.

Applicability: In the area of procurement of supplies, equipment, construction, and services by recipients, subrecipients, or designated public agencies, the conflict of interest provisions in 24 CFR 570.611, as applicable, shall apply. In all cases not governed by 24 CFR 570.611, the provisions of this policy shall apply. Such cases include the acquisition and disposition of real property and the provision of assistance by the recipient or subrecipients to individuals, businesses and their private entities in the form of grants, loans, or other assistance through eligible activities of the program which authorize such assistance.

Conflicts Prohibited: Except for approved eligible administrative or personnel costs, no persons described above (persons covered) who exercises or have exercised any functions or responsibilities with respect to CDBG activities or who are in a position to participate in a decision making process or gain inside information with regard to such activities, may obtain a personal or financial interest or benefit from the activity, or have an interest in any contract,

subcontract or agreement with respect thereto, or the proceeds thereunder, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter. For the Loan program, the above restrictions shall apply to all activities that are a part of the Loan Agreement and Grant Agreement, and shall cover any such interest or benefit during, or at any time after, such person's tenure. No elected official, with any association of their entity as a CDBG recipient, shall be compensated in any form for performing administration of a CDBG project, and shall not receive fees from any source, including finders fees, realtors' or brokers' fees, from an Occupant or other parties involved in a CDBG assisted project.

Exceptions: DED may grant an exception to a conflict after a determination has been made by the State that the exception will serve the purposes of the Housing and Community Development Act of 1974 and the State's adopted Consolidated Plan. This exception will only be considered after the recipient has provided, to DED, written documentation detailing a disclosure of the nature of the conflict accompanied by an assurance that

there has been a public disclosure of the conflict, a description of how the public disclosure was made, and an opinion of the recipient's attorney that the interest for which the exception is sought would not violate state or local law.

In determining whether to grant an exception, DED shall consider the following factors, where applicable:

- a. Whether the exception would provide a significant cost benefit or an essential degree of expertise to the program or project which would otherwise not be available,
- b. Whether an opportunity was provided for open competitive bidding or negotiation,
- c. Whether the person affected is a member of a group or class of low to moderate income persons intended to be the beneficiaries of the assisted activity, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class,
- d. Whether the affected person has withdrawn from his or her functions or responsibilities, or the decision making process with respect to the specific assisted activity in question,
- e. Whether the interest or benefit was present before the affected person was in a position as described above (conflicts prohibited),
- f. Whether undue hardship will result either to the recipient or the person affected when weighed against the public interest served by avoiding the prohibited conflict, and
- g. Any other relevant considerations.

INTRA-STATE RELOCATION

Ineligible Projects: Projects that propose intra-state transfer of part or all of a company are generally ineligible for funding. Also, companies that have one or more existing facilities in Missouri, which propose to transfer some Business Operations to another Missouri location, are generally ineligible.

Exceptions: An exception to this policy may be granted by DED if, in order to remain financially viable, the Occupant must consolidate with another existing facility of the

Occupant's, or relocate to a more cost-effective site. In the event that the relocating Occupant is closing a unionized facility, a meeting with the affected union, Occupant and DED must take place to determine what, if any, negotiations have taken place before the Occupant's decision to relocate was finalized. Every effort possible must be made to preserve the bargaining rights of unionized employees at a new location. If DED determines the primary purpose of the Occupant relocation is to break a collective bargaining agreement or to operate a non-union company, the Project is ineligible. To the extent possible, the workers whose jobs are being relocated must be offered an opportunity to transfer to the newly relocated facility in similar positions.

Existing Community Contact: Upon the receipt of an application, DED will contact the economic developer of the community where the Occupant is currently located to inform him/her of the request. That community will be offered an opportunity to retain the Occupant prior to DED's decision regarding the relocation.

Net New Jobs: If the intra-state relocation policy is granted an exception by DED, only the net increase of New Jobs over the Current Employment of the Occupant will be applicable for the program. Replacements jobs and/or transfer jobs will not be used to calculate New Jobs.

PROJECT ADMINISTRATION

Responsible Party: The Applicant has the responsibility to complete the procedures and requirements as established under the Statement of Assurances and the CDBG Administrative Manual. The Administrative Manual, which is available upon request, specifies procedures for all types of CDBG projects.

Administrative Methods: The Applicant may assign the administrative functions to existing staff. If the Applicant does not have adequate staff capacity or qualified staff to perform the CDBG administrative procedures, the Applicant may contract with an outside firm. If so, the Applicant or Borrower must pay for such fees.

APPLICATION PROCEDURES

Procedure: The application requires information from the Applicant and Non-Profit Development Corporation that are required by law to enact the CDBG program. DED will not penalize an application if the information or documents are unintentionally incorrect or incomplete, but may require additional or corrected information.

Timing: Prior to submission of an application, the Applicant is required to complete a needs assessment and conduct a public hearing. After the public hearing is held and the Applicant authorizes the submission of an application by resolution or ordinance, the Applicant may proceed with the application. The Borrower may begin its portion of the application at any time.

Public Hearing: At least one public hearing must be held prior to the submission of the application. All hearings must be handicapped accessible, according to ADA requirements. The following sample public notice should be published as a display ad (not in the classified section)

in the newspaper of widest circulation in the area. The notice must be published at least **5** full days prior to the hearing.

Sample Public Hearing Notice

The City of _____ will hold a public hearing on _____, 199____, at _____p.m., at City Hall to discuss an application to be submitted to the Missouri Department of Economic Development under the Community Development Block (CDBG) Speculative Industrial Building Loan program. The city is interested in obtaining citizen input on community and economic development needs within the city. The maximum amount of funds available from the CDBG Speculative Industrial Building Loan program is \$1,000,000.

Activities, which are eligible for funding, include the purchase or rehabilitation of an existing building, construction of a new building, land acquisition, and on-site infrastructure. At least 51% of the beneficiaries must be low to moderate income (LMI). No displacement of persons will be proposed.

The city proposes to request \$_____ in CDBG funds for a Speculative Industrial Building Loan to _____(non-profit development corporation)_____ for a project located at _____. The proposed project will provide new employment, of which at least 51% will benefit LMI persons. City staff members will be present to answer questions about the program and the proposed application. For more information, contact _____ at (____) _____

Environmental Review: Federal law requires all CDBG assisted projects to undergo an environmental review subject to the National Environmental Policy Act (NEPA). The environmental review required under NEPA has no relationship to a Phase I environmental assessment that may be necessary on the acquisition or sale of real estate. However, information from such assessment may be used to complete the required environmental review.

Procedure: The environmental review must encompass the entire project, which includes activities to be paid with CDBG funds and any other matching funds (public or private). Upon the completion of the environmental checklists and assessment, and the Section 106 Project Information Form, the Applicant is required to publish a Combined Notice (Finding of No Significant Impact/Request for Release of Funds) as a display type ad in the newspaper of widest circulation in the area. **Note:** If the Applicant's environmental assessment concludes with a Finding of Significant Impact, contact DED immediately to discuss further actions. (Please consult the CDBG Administrative Manual for the complete environmental review process and requirements.)

The Combined Notice requires a 15-day local comment period for concerned citizens and agencies to comment on the proposed project. Upon expiration of the 15 day period, the Applicant will submit the Request for Release of Funds and Certification form to DED, certifying that the process has been completed according to the requirements of NEPA, and all

comments received. Once DED receives the Certification, the State allows another 15-day period for specific objections as detailed in the Combined Notice.

Upon completion of the Combined Notice comment periods, and receipt of the Section 106 Clearance (State Historic Preservation Officer approval), the project may begin immediately upon execution of the Loan Agreement and Grant Agreement (DED will issue a Notice of Removal of Grant Conditions).

Timing Schedule:

Day 1 -	Combined Notice is published.
Day 2 -	First day of 15-day local comment period.
Day 16-	Last day of 15-day local comment period.
Day 17	Mail Request for Release of Funds and Certification to DED.
Day 18	DED receives certification, first day of 15-day state comment period.
Day 32	Last day of 15-day state comment period.
Day 33	DED issues release of funds (Notice of Removal of Grant Conditions).

When to Start Environmental Review: The environmental checklists and assessment may be started, and the Combined Notice may be published, at any time, even prior to the submission of an Application.

Who may complete the Environmental Review: The Applicant or its appointed officer may complete the environmental checklists and assessment. It is not necessary that a licensed professional complete the environmental review; however, the Applicant is responsible for its contents and certification.

Application Information: The following information shall be submitted by the Applicant or Borrower, as required.

Form A – Project Identification: Applicant and Borrower identification information including address, contact person and title, address, city, state, zip, telephone numbers, population, senatorial and representative districts, etc.

Form B – Project Costs: Description of the proposed use of funds for the Project, including cost estimates and proposed sources. Also, describe the method of take-out financing in the event the building is not sold by the end of the term of the loan.

Form C – Project Narratives: Summarize the proposed Project, including the specific location of the Project, the timing, the size, type, estimated cost and other specifications of the building. (Attach a map of the specific site.)

List all unoccupied industrial buildings within a 30 mile radius. Indicate why this request is being made if other buildings currently exist. Finally, indicate the marketing efforts to be undertaken to sell the building, and the estimated budget for such efforts.

Also, provide Borrower information, including listing of board members and officers, federal tax-exempt status letter from IRS (if applicable), and financial statements (balance sheet, income statement) of the Borrower for the prior fiscal year.

Form D – Public Participation and Conflict of Interest Certification: Provide the dates of the public hearing notice(s) and include a copy of the ad with the application. Complete section acknowledging conflict of interest policy, and complete past CDBG performance.

Form E – Needs Assessment: Complete needs assessment in its entirety utilizing public input as necessary.

Form F – Statement of Assurances: Statement of all laws, regulations, and requirements of the CDBG program.

Form G – Resolution: The Applicant shall approve a resolution stating its intent to apply for funding under the CDBG program and include any matching funds, if applicable.

Form H – Anti-Lobbying Certification (Applicant): The Applicant is required to execute a certification regarding a restriction on lobbying. This certification is required for all awards of Federal funds over \$100,000.

Form I - Anti-Lobbying Certification (Borrower): The Borrower is required to execute a certification regarding a restriction on lobbying. This certification is required for all awards of Federal funds over \$100,000.

Form J – Civil Rights Compliance: The Applicant is required to provide the jurisdiction's population characteristics according to ethnicity, and identify any populations that will not be served by the project.

Form K – Anti-Displacement Plan: Should the project involve any residential demolition and relocation, the Applicant is required to submit a plan to address these actions and replacement. If none is proposed, complete the form as stating no demolition or relocation will occur as a result of this project.

Form L – Disclosure Report (Applicant): The Applicant is required to identify all interested parties involved in the Project. Interested parties are persons and entities with a pecuniary interest in the Project.

Form M – Disclosure Report (Borrower): The Borrower is required to identify all interested parties involved in the Project. Interested parties are persons and entities with a pecuniary interest in the Project.

Other Information: The following documents are provided to assist the applicant in beginning the environmental review process. In addition, sample employee and applicant survey forms are provided.

Section 106 Project Information Form: This form must be completed for the entire project and submitted to the State Historic Preservation Officer (SHPO) at DNR. Submit any responses from SHPO with the remainder of the environmental documentation.

Environmental Assessment and Statutory Checklists: These checklist must be completed as a part of the review process. Include data that is applicable to each impact category and statutory requirement.

Environmental Assessment: This is the actual environmental assessment that concludes with a final determination or finding. If the finding is a significant impact, contact DED for further information. Please ensure that the assessment clearly examines all alternatives.

Combined Notice: If the assessment concludes with a Finding of No Significant Impact, this is the sample notice to be published in the local newspaper. Please make sure the date for comments is at least 15 days from the date of publication.

Distribution List for Environmental Information: The Combined Notice, as well as any other applicable information, must be sent to the persons or agencies on the distribution list. It is important to maintain documentation of such dissemination.

Request for Release of Funds and Certification: Complete and execute by the Applicant's chief executive officer. Submit a copy of the affidavit of publication for the Combined Notice.

Employment Status Statement: The Occupant must administer this survey to all new employees and persons that apply for employment, or an equivalent survey method.

Employment Summary Sheet: This form summarizes the surveys for all new jobs.

Applicant Summary Sheet: This form summarizes the surveys for all job applicants

Certification of Alien Employment: Effective August 98, all programs administered by DED that are tax credits, tax abatement or loans are required to have on file and affidavit affirming that the employer does not employ any illegal aliens in Missouri.